STARS
Student Tracking and Reporting System

Middle School/Education Campus
Pre-Scheduling Worksheet

<table>
<tr><th colspan="5">Secondary School Pre-Scheduling Worksheet</th></tr>
<tr><th></th><th>Completed ✓</th><th>Path to Screen and/or decision you need to make before proceeding</th><th>Actions/Common Values</th><th>Notes</th></tr>
<tr><td>Step 1</td><td></td><td>Entering School Details, Next School Year – School > School Information > School Details, Canvas #4 (Next School Year)</td><td></td><td></td></tr>
<tr><td>1a.</td><td></td><td>Year</td><td>Next year of calendar – Enter 2009</td><td></td></tr>
<tr><td>1b.</td><td></td><td>Semestered?</td><td>Check the Semestered box</td><td></td></tr>
<tr><td>1c.</td><td></td><td>Number of Semesters</td><td>Enter 2</td><td></td></tr>
<tr><td>1d.</td><td></td><td>Number of Terms</td><td>Maximum 2</td><td></td></tr>
<tr><td>1e.</td><td></td><td>Number of Days</td><td>Enter the number of days it takes students to get through their schedules. Maximum is 5 days.</td><td></td></tr>
<tr><td>1f.</td><td></td><td>Max # Periods</td><td>Enter total possible periods in a school day. (All periods that include credit bearing courses.)</td><td></td></tr>
<tr><td>1g.</td><td></td><td>Master Timetable Defaults -Maximum # of Classes per day</td><td>Enter max # of classes per day the builder is to assign teachers.</td><td></td></tr>
<tr><td>1h.</td><td></td><td>Master Timetable Defaults -Maximum # of Periods in a row</td><td>Enter max # of periods in a row the builder is to assign teachers.</td><td></td></tr>
<tr><td>1i.</td><td></td><td>Master Timetable Defaults -Maximum Unique Courses/Year</td><td>Enter max # of unique courses (preps) the builder is to assign teachers.</td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Step 2</td><td></td><td>School Schedule – School > School Information > Schedule > Next Year radio button</td><td>Enter the schedule for SY2009/2010. (See template)</td><td></td></tr>
</table>

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Step 3		**Course Length and Formats –** *School > School Information > School Details > More Information > Course Length and Formats > Next Year radio button*		
3a.		Define Length and Format for each course length and format offered in school.	Usually – 36 weeks, 18 weeks, 9 weeks. Use alternating day format for classes that don't meet everyday.	
Step 4		**Course Start Dates –** *School > School Information > School Details > More Information > Course Start Dates > Next Year radio button*	Select start dates from the? list of values.	
4a.		Define start date for each course length	36 weeks – 1 start date, 18 weeks – 2 start dates, 9 weeks – 4 start dates, etc.	
Step 5		**Non-School Days –** *School > School Information > Non- School Days> Next Year radio*		
5a.		These will be populated by district. Please review at that time.		
Step 6		**Grades and Catchments –** *School > School Information > School Details > More Information > Grades and Catchment > Next Year*		
6a.		Verify grades taught at school.	Select the **Copy from Current** button. Modify as needed.	
6b.		Make sure that last grade at school is checked.		

Step 7		**Staff Maintenance** – *School > School Information > Staff Maintenance > All Staff radio button >Next Year radio button*		
7a.		Respond "Yes" when prompted to copy displayed staff to next year.		
7b.		Modify staff list as needed.	Provide complete first name and last name, SSN (last 4 digits of SSN is required), DOB (day and month are required - "2000" can be used for the year when actual year of birth is not disclosed). When adding a new teacher, the **initials** field must be populated with a unique 3 digit code.	
Step 8		**Homeroom Maintenance** - *School > School Information > Homeroom Maintenance > Next Year radio button*		
8a.		Respond "Yes" when prompted to copy homerooms to next year.	Homeroom must be included for each semester. (Some schools may use Semester /Term)	
8b.		Modify homeroom list if needed. Select a Default Teacher that will be used to fill homerooms in which this year's teacher is not returning.		
Step 9		**Teams/Groups** - *School > School Information > Teams/Groups*	Those schools that use Teams for scheduling must copy Teams to Next Year and populate them with members.	
9a.		Copy Teams to Next Year	Click the Copy to Next Year button. Team Information only is copied to Next Year.	

9b.		Copy Team Members to Next Year	In Current Year, select Members. Then select the Next Year radio button. Choose "Yes" when prompted to Copy Members to Next Year. Edit the list and click Apply to save.	
Step 10		**Departments - *School > School Information > Departments***		
10a.		Review list of departments.		
Step 11		**Rooms – *School > School Information > Rooms***		
11a.		Review list of rooms.	Rooms may not be deleted from Room Maintenance	
Step12		**School Details - *School > School Information > School Details, Canvas #2***		
12a.		Next School Default	Set to Blank	
		Set Up Next Year Course Information		
Step 13		**Copy School Courses over to Next Year** – *School > Option Sheet > Copy Courses to Next School Year*		
13a.		Choose from the Available Years to Copy From and enter the Next School Year. Click the Pencil Icon to copy. Click on the back button.	The year fields must be the first year in the school year. Ex.: 2009 for the 2009-2010 school year.	
13b.		Click on the printer icon for a list of courses which were not copied to next year.	If a course you need was not copied to next year because of an end date, you will need to find a replacement course.	

Step 14		**Courses -** *School > Course Information > Course List > Next Year*		
14a.		Review Next Year Course List		
Step 15		**Adding new courses -** *School > Course Information > Course Maintenance > Next Year*	**Important**: *Do not make changes to courses in Current Year.*	
15a.		Delete courses that will not be offered next year.		
15b.		Query Standard Course list for needed course(s).	Click **List Add** – the list of district Standard Courses opens. If the needed course(s) is not in Standard Courses, contact appropriate district personnel to have the course added.	
15c.		To add a course from the Standard Course List, highlight the course, click on Select. You will be returned to Course Maintenance.	Press the Tab key to populate fields on Course Maintenance with the details the course selected. Complete data entry for newly added courses.	
15d.		**Validate fields on Course Maintenance Next Year for all courses.**	.	
15e.		**Run the Course Description Verification Report** to verify fields on Course Maintenance. Check off on the report as you finish each.	Reports > Scheduling Reports > Course Description Verification	
15f.		Grade Level – Required	Lowest grade at which course can be taken	
15g.		*Review Credit and GPA Multipliers	No credit for Middle School Courses.	
15h.		Review GPA Multipliers	GPA Multipliers: 1 credit course= blank,1 .5 credit course= 2 2 credits= .5	

15i.		Course Length and Format	Must be set to match values defined in Course Length and Format table	
15j.		Department	Required	
15k.		Mark Grade Type	Set to Mark Scale	
15l.		Maximum Class Size	Required	
15m.		Verify boxes on Course Maintenance: The following boxes should be checked: *Include in HS Credit *Ranking *GPA *Honor Roll *HS Credit Apply *Academic Level *Option Sheet *Report Card *School personnel cannot update these fields. **Do not replace by Global Alternate** may be checked for core academic courses.	**Include in GPA** flag is required for course to be included in Official GPA and ranking. **Report Card** – required to show on report card.	
		All other fields should be left untouched.		
Step 16 HS		**Do Pre-Transition** - *School > Pre Transition > Do Pre-Transition*	Run **Do Pre-Transition** by Grade	

Only				
16a.		Next School	Select your school.	
16b.		Admission Date	Use Default admission date of (?)	
16c.		Admission Code	Choose **Transfer Within LEA**	
16d.		All Students	Do Not Use for High School	
16e.		By Grade	Select the individual grade to be transitioned from the drop-down list.	
16f.		Select the **APPLY** button.		
16g.		Repeat for each grade except the 12th graders. 12th graders should be transitioned to G only after they meet graduation requirements.		
		Run Do Pre-Transition	**Middle Schools & Education Campuses**	
Step16 MS& EC		**Do Pre-Transition** - *School > Pre Transition > Do Pre-Transition*		
16h.		Select Next School	Select the appropriate school.	
16i.		Admission Date	**(?)**	
16j.		Admission Code	**Transfer Within LEA**	
16k.		Withdraw Code (for last grade at school ONLY)	**Transfer Within LEA**	
16l.		By Grade	Select Grade	
16m.		If you already have Pre-Transitioned students in this grade, do not select the **Over-write next**	If **Over-write next grade/school** is selected, this will over-write any records created in the	

		grade/school radio button.	previous run.	
16n.		Select the **APPLY** button.		
Step17		**Pre-Transition List**- *School > Pre Transition > Pre-Transition List*	The Transition List is used in Year End Transition to place students in the next grade and the next school.	
17a.		Edit the Transition List		
17b.		Edit students moving to other schools. If students have changed intended school for next year, the Pre-Transition list needs to be updated for those students.	Verify next grade. Enter next school based on information gathered from student's parent.	
17c.		Enter Retentions	**Edit the Next School. Edit the Next Grade of retained student(s) (the same grade as current grade). Scroll over and choose a Retention Reason. Enter Default Admission Date: (?) and Default Admission Code: Transfer Within LEA.**	
Step 18	**For schools using ICP's**	**Course Option Process**		
18a.		**Create Options -** *School > Option Sheet > Create Options from Individual Course Plans*		
18b.		Click the **Copy to Next Year Courses** button		
18c.		Click the **View Error Log** button to see students with courses that were not copied		
Step19	**For schools**	**Options Sheets-** *Reports>Group17>Scheduling Reports> Option Sheet*		

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	NOT using ICP's			
Step20		**Option Entry** – *School > Option Sheet > Option Sheet Entry*		
20a.		Enter Option Sheets for Your Students or Other Students	Use Your Students for current students. Use Other Students for rising 9th graders.	
20b.		Pupil Numbers entered; tab		
20c.		Enter option numbers.		
20d.		Enter Matched Alternates.	If used	
20e.		Enter Global Alternates.	If used	
20f.		Save periodically		
Step21		**Mass Entry of Courses** – *School > Option Sheet > Mass Entry of Courses*		
21a.		Query the group of students, select course(s), and apply.		
Step22		**Student Course Selections Next Year** - *Select Student > Course Button > Next Year Radio Button*		
22a.		Use the **Course** button to add courses to Next Year. Save.		